

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

April 3, 2013

SUBJECT: PROBATIONARY SERVICE RATING REPORTS - REVISED

PURPOSE: This Order revises Section 3/760.40, *Probationary Service Rating Reports*, to reflect current Field Training Manual procedures, and effectively detail the current rating system for Probationary Police Officers. This Order incorporates the Structured Field Training Program Period (SFTPP), as it relates to probationary police officers into the Department Manual.

PROCEDURE: Attached is the revised Department Manual Section 3/760.40, *Probationary Service Rating Reports*, with revisions indicated in italics.

AMENDMENTS: This Order amends Sections 3/760.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'C. Beck', is written over the printed name of the Chief of Police.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 6, 2013**

760.40 PROBATIONARY SERVICE RATING REPORTS. Probationary service rating reports *must* be completed as follows:

Captains and Above. A Performance Evaluation Report – Captains and Above, Form 01.33.00, *must* be completed for each officer in the rank of Captain and above every three months during his/her probationary period.

Lieutenants and Below. A Standards Based Assessment – Lieutenant and Below, Form 01.87.00, *must* be completed each month during the probationary periods of all lieutenants and detectives. The Probationary Sergeant Performance Checklist, Form 01.87.04, *must* be completed for probationary sergeants. Watch commanders will evaluate performance on an ongoing basis and regularly document the progress on the checklist. Each probationary sergeant must complete the training by being signed off as “Competent” in all of the Checklist tasks by the end of each probationary sergeant’s sixth month probationary period. If a probationary period is interrupted for another assignment, e.g. detectives, the employee must complete all checklist task items and his/her six-month period before the probation is deemed complete.

Entry-level Probationary Officers. A Probationary Police Officer Weekly Evaluation Report, Form 01.78.01, *must* be completed for each entry-level probationary police officer who has completed the recruit phase of training.

During the *Structured Field Training Program Period (SFTPP)*, each probationary police officer *must* be rated weekly on the Form 01.78.01. During *Final Phase* of the probationary period, *no ratings are required*.

Note: When the commanding officer of a probationary officer extends the *SFTPP* of training, probationary ratings *must* be continued on a weekly basis until the probationer is passed to *Final Phase*.

Only actual observed performance *will* be evaluated. Field training officers and supervisors are not obligated to rate every function delineated on the Probationary Police Officer Evaluation Report, Form 01.78.01. The Probationary Police Officer Evaluation Continuation Sheet, Form 01.78.11 *must* be completed to explain the "below standard" ratings given for each function rated.

Exceptions: A Standards Based Assessment - Lieutenant and Below, Form 01.87.00, *must* be completed in lieu of the Form 01.78.01 when:

- The officer's probationary term is successfully completed during the deployment period covered, or
- The officer fulfilled a function or primary duty assignment other than patrol or traffic during the major portion of the deployment period covered.

Civilian Employees. A Probationary Civilian Evaluation Report, Form 01.78.03, *must* be completed for entry-level civilian employees and for newly promoted civilian employees during each month of their respective probationary periods.